

## CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

### FUNCTION OF THE JOB

Under supervision of a Registered Occupational Therapist, to perform work assisting in carrying out a therapy service for physically, mentally ill, and/or developmentally disabled clients; and performs other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists in developing a treatment plan and goals for new clients.
2. Plans therapeutic activities for goal oriented group therapy, acts as co-therapist, and assesses results.
3. Observes and records individual progress accurately, in accordance with departmental and hospital standards.
4. Establishes an atmosphere conducive to recovery by utilizing individual and group activity programs.
5. Assists clients in accepting appropriate economic and social responsibilities by providing specific skill training to increase ability to function in the community.
6. Assists the transition of the client to community living by promoting the use of community resources.
7. Participates in multi-disciplinary treatment team meetings where the family or representatives of the client may be present.
8. May provide community intervention for identified clients.
9. Maintains inventory, orders supplies, and assists in care and maintenance of supplies, equipment and facilities.
10. Assumes the responsibility of a client caseload and maintains a therapeutic relationship with clients.
11. May provide court testimony based on appropriate written documentation.
12. Keeps abreast of research and new techniques; attends appropriate professional and educational meetings.
13. Establishes and maintains effective public working relationships.
14. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of the appropriate skills and methods of recreational or occupational therapy.
2. Working knowledge of the theories, practices, and techniques of dealing with emotional, psychological, physical, and behavioral problems of clients.
3. Working knowledge of the principles and practices of occupational therapy.
4. Working knowledge computerized department program software, Internet access, and database, spreadsheet, and word processing programs.
5. Ability to apply the techniques and skills of occupational therapy to meet the needs of clients.
6. Ability to secure the cooperation of clients and to stimulate participation in the program.
7. Ability to communicate with clients and to develop an understanding of the client's problems and needs.
8. Ability to utilize word processing, database, and spreadsheet programs.
9. Ability to keep accurate records and develop reports in accordance with departmental and hospital standards.
10. Ability to work cooperatively with other staff.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to establish and maintain public and working relationships.

QUALIFICATIONS (Continued)

Training and Experience

1. Graduation from an Occupational Therapy Assistant program approved by the American Occupational Therapy Association.
2. Certification with the National Board for Certification in Occupational Therapy as a Certified Occupational Therapy Assistant.
3. License to practice as a Certified Occupational Therapy Assistant in the State of Wisconsin.